



**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) AGENDA
December 3, 2014
2:30 p.m. – 4:00 p.m. SSV151**

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. REMOVAL OF AGENDA ITEMS**
- 3. OPENING COMMENTS FROM THE CO-CHAIRS**
- 4. OPEN COMMENTS FROM THE PUBLIC**
- 5. APPROVAL OF MINUTES**
 - a. November 19, 2014 (attachment)
- 6. REPORTS (5 minutes)**
 - a. Budget and Finance Sub-Committee: Ms. Diana Keelen
 - b. Facilities Subgroup: Mr. Doug Jensen
 - c. Human Resources Subgroup: Mr. Mark Bryant
 - d. Communications Subgroup: Ms. Liz Diachun
 - e. ITS: Mr. Richard Shaw
 - f. ASO: Mr. Shawn R. Smith
 - g. Educational Master Plan: Dr. Meeta Goel
- 7. ACTION ITEMS**
 - a.
- 8. DISCUSSION ITEMS**
 - a.
- 9. INFORMATIONAL ITEM**
 - a. **2015-2016 budget process: M. Diana Keelen**
 - b. **Categorical Funded Position- Program Specialist**
- 10. SPBC ADMINISTRATIVE BUSINESS**
 - a. 2014 – 2015 SPBC Meetings

August 6, 2014	November 5, 2014	February 4, 2015	May 6, 2015
August 27, 2014 (Special)	November 19, 2014	February 18, 2015	May 20, 2015
September 3, 2014	December 3, 2014	March 4, 2015	June 3, 2015
September 17, 2014	December 17, 2014	March 18, 2015	June 17, 2015
October 1, 2014	January 7, 2015	April 1, 2015	July 1, 2015
October 15, 2014	January 21, 2015	April 15, 2015	July 15, 2015

- 10. OPEN FORUM**
- 11. ADJOURNMENT**

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**ANTELOPE VALLEY COLLEGE
STRATEGIC PLANNING & BUDGET COUNCIL (SPBC) Minutes**

**November 19, 2014
2:30 p.m. – 4:00 p.m. SSV151**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

Dr. Ed Beyer, Academic Senate President and Dr. Meeta Goel, Dean of Institutional Effectiveness, Research and Planning, called the meeting to order at 2:33pm.

2. OPENING COMMENTS FROM THE CO-CHAIRS

No Comments

3. OPEN COMMENTS FROM THE PUBLIC

No Comments

4. APPROVAL OF MINUTES

a. November 19, 2014 (attachment)

A motion was made and seconded to approve the minutes of November 19, 2014.

Motion passed with no discussion, All in Favor; 0 Opposed; 2 Abstentions.

5. REPORTS (5 minutes)

a. Budget and Finance Sub-Committee: Ms. Diana Keelen

Ms. Keelen reported that they are making some head way on the 2015-2016 budget call. The committee is going to develop some operational goals to be included in the rubric process.

b. Facilities Subgroup: Mr. Doug Jensen

No Report.

c. Human Resources Subgroup: Mr. Mark Bryant

Mr. Bryant reported that the group is in the process of gathering Classified positions and prioritization, and working on a rubric to apply to these positions, and doing an aggressive schedule of to get the items to the budget & finance group by January 6, 2015 and to SPBC soon thereafter. They also meetings have a student representative for the HR subcommittee.

d. Communications Subgroup: Ms. Liz Diachun

Ms. Diachun reported that she is working on a list of people to put on the communications subgroup committee.

e. Educational Master Plan: Dr. Meeta Goel

Dr. Goel reported that the EMP is discussed under the "Discussion Items" section of the agenda.

6. ACTION ITEMS

a. Approval of funding the Coordinator, Communication Design: Ms. Diana Keelen

Ms. Keelen reported that the budget and finance committee recommends taking the existing Advancement Assistant position, which is a range 13, and fill it with a range 17 position, with a savings of \$28,583 in 2014-2015. The position would be in support of the Office of Media and Public Relations, replacing Jim Reddish. Ms. Humann shared that Ms. Razo had some concerns that when the transfer happened to the marketing office, the position would be replaced with a Advancement Assistant position. Ms. Kim Fite asked if this was a new position, and Brenna responded that it was frozen position. Dr. Grishman shared with the group that this position went through the reclassification committee. Ms. Pamela Ford checked and wanted to clarify that there's nothing in the job description that addresses governmental relations. Ms. Diachun's response was that it's in her job description. A motion was made and seconded to approve the recommendation. A Motion passed with no further discussion : All in Favor; 0 Opposed; 1Abstention

7. DISCUSSION ITEMS

a. Progress on EMP initiatives/stories for AVC's 2016 self-study: Dr. Bonnie Suderman

Dr. Suderman discussed with the committee the Accreditation Standard I goals. She shared that one of the most important part of this Standard is to show that the campus work to meet these goals. Dr. Suderman read to the committee AVC's first 3 priorities:

- Priorities Identified by Administrative Council & Reviewed at the College Wide Planning Retreat for 2014-16 Educational Master Plan (EMP):
 - First priority is EMP Goal #4: The College will increase student success in Basic Skills and ESL.
 - Second Priority is Educational Master Plan Goal #1: The College as a community will provide students with an environment which supports learning and facilitates student success.
 - Third Priority is EMP Goal #3: The College will expand and diversify Career Technical Education options for students.

Dr. Suderman asked the SPBC suggestions on ways to keep the Accreditation Standard I goals in the forefront. SPBC discussed several ideas, such as, listing the priorities on the SPBC agenda and/or minutes, taking the goals to the CCC, etc. The committee continued to share and discusses their ideas.

8. INFORMATIONAL ITEM

a. Categorical position funded by SSSP: Ms. Diana Keelen

Dr. Vines informed the committee about the 5 clerical assistant II positions paid by the Student Success and Support Programs and what is needed to keep the funding. The idea is that the clerical assistant II positions will help us meet the requirements in order to continue our funding. This year AVC was funded at a 125% , and next year we are guaranteed 80%, and the 20% is based on how well we implement Student Success requirements . The following year is 50% and 50% is on how well we implement requirements and making sure that the students goes through the different steps. In 2015-2016 and 2017-2018 is 100% on how well we implement the requirements, which are orientation, assessment, educational plan, follow-up, declaring a major, etc. and making sure the students are getting all of their needs are met.

9. SPBC ADMINISTRATIVE BUSINESS

a. 2014 – 2015 SPBC Meetings

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10. OPEN FORUM

- Mr. Richard Shaw reported that he and Mr. Krynen attended an event at Victor Valley. They discovered that AVC is licensed for Black Board Colobrate as a result of our existing Black Board licensing. This is the same platform that CCC applies users for their video conferences, etc. This will be embedded in our Black Board as part of existing single sign-on, making this an additional tool to faculty using Black Board. Mr. Shaw also reported that they ordered 130 desktops and 10 projectors. The majority of the desktops will go to faculty and staff desktops with ancient equipment. A broadcast email went out about Lynda.com, and integrated it with the authentication system for myAVC. There's an administrative backside that he will make the Dean's aware of, so that FPD have endorse the use of tutorials in Lynda.com as applicable to standard form. There will be some form of accountability structure, which includes an administration tool.
- Mr. Shawn Smith thanked everyone who supported the "Success for Dress" student event. He reported that it was a great success, and raise over \$250.00 for the pantry.
- Ms. Liz Diachun informed the group that a press release from the Chancellor's office came out regarding the Baccalaureate Degree program. Only 36 of the 72 Districts applied.

11. ADJOURNMENT

The meeting was adjourned at 3:23p.m.

MEMBERS PRESENT			
Dr. Ed Beyer	Kim Fite	Doug Jensen	Shawn R. Smith
Dr. Liette Bohler	Pamela Ford	Diana Keelen	Dr. Bonnie Suderman
Mark Bryant	Dr. Meeta Goel	Jenell Paul	LaDonna Trimble
Carolyn Burrell	Dr. Lee Grishman	(Brenna Humann) for Bridget Razo	Dr. Les Uhazy
Liz Diachun	Jack Halliday	Richard Shaw	Maria Valenzuela
			Dr. Erin Vines
MEMBERS ABSENT		GUESTS/EX-OFFICIO MEMBERS	
Paul Sanchez Megan Turrill Dr. Jill Zimmerman			Jerene Kelly Ed Knudson

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